

## REQUIRED CBRF PROBATIONARY LICENSE APPLICATION MATERIALS

Please submit this form with your application materials to ensure timely processing of your application for a CBRF License. Completion of this form is voluntary.

Name of CBRF	Date
Address	

### RETURN THE FOLLOWING ITEMS WITH THE APPLICATION

<input type="checkbox"/>	CBRF License Application (DDE-287) <b><i>signed and notarized</i></b> including: <input type="checkbox"/> program statement HFS 83.07(2) <input type="checkbox"/> admission agreement HFS 83.16(1) <input type="checkbox"/> emergency plan HFS 83.42(3)
<input type="checkbox"/>	Background Information Disclosure (HFS-64) form for licensee and adult relatives living and sleeping in the CBRF and Criminal Background Check Fee (\$7.50 per person).
<input type="checkbox"/>	A licensing fee of \$306, plus \$39.60 per resident based on capacity of facility <b>NOTE:</b> For a PROBATIONARY LICENSE, the fee for 6 months is 1/4 this amount
<input type="checkbox"/>	Floor Plan HFS 83.07(3)

### THE FOLLOWING ITEMS MUST BE MAINTAINED AT THE CBRF AND BE AVAILABLE FOR REVIEW BY THE LICENSING SPECIALIST

<input type="checkbox"/>	Background Information Disclosure, HFS-64 for <b><i>other</i></b> employees
<input type="checkbox"/>	Completed DJ-LE 250 and the criminal history response from Department of Justice
<input type="checkbox"/>	Documentation of nurse aide directory check for all certified nursing assistants
<input type="checkbox"/>	Evidence of financial ability to operate for 60 days HFS 83.11
<input type="checkbox"/>	Community Advisory Committee documentation HFS 83.07(4) and s. 50.03(4)(g), Wis. Stats.
<input type="checkbox"/>	Site approval for certain areas HFS 83.07(5)
<input type="checkbox"/>	Well approval (if applicable) HFS 83.41(5)(d)4
<input type="checkbox"/>	Water test (if applicable) HFS 83.41(5)(d)4
<input type="checkbox"/>	Fire inspection reports HFS 83.42(6)(a-b)
<input type="checkbox"/>	Sprinkler System (if for Class CA, CS, CNA) HFS 83.43(7)(d), Final Inspection
<input type="checkbox"/>	Final building plans
<input type="checkbox"/>	Written documentation that heating system has been checked HFS 83.41(4)(b)
<input type="checkbox"/>	Occupancy permit by Department of Commerce or local municipality (if applicable)

### CONSTRUCTION PLAN APPROVALS

<input type="checkbox"/>	Construction plan approval by BQA for new building and any additions HFS 83.56(1)
<input type="checkbox"/>	Construction plan approval for new buildings or new addition (5-8) beds is reviewed by BQA
<input type="checkbox"/>	Construction plan approval for new building for 9 or more residents is reviewed by BQA and Department of Commerce (ILHR 50-64)
<input type="checkbox"/>	Construction and sprinkler plan approval